

**Capital Area Human Services District Board Meeting
Monday, August 4, 2014**

Directors Present: Gary Spillman, Chair, Kay Andrews, Vice Chair, Christy Burnett, Denise Dugas, Kristen Saucier, Stephanie Manson, Kathy D’Albor, and Becky Katz

Directors Absent: Gail Hurst, Sandi Record, Barbara Wilson, Vickie King, Rev. Louis Askins, Amy Betts and Dana Carpenter, Ph.D.

CAHSD Executive Staff Member(s) Present: Jan Kasofsky, Ph.D., Executive Director

CAHSD Executive Staff Member(s) Absent: Carol Nacoste, Deputy Director (Adina Collins attended representing Fiscal Section)

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the August 4, 2014 Consent Agenda and Approval of the Minutes for June 2, 2014.	Gary Spillman	Gary Spillman called the meeting to order at approximately 3:04 p.m. Kay Andrews made a motion to approve the August 4 th Consent Agenda and the minutes of June 2, 2014. Kathy D’Albor seconded the motion.	There were no objections and the motions passed.
Announcements	Dr. Kasofsky	<ul style="list-style-type: none"> • Gerri Hobdy was introduced to the Board as a possible appointee. Confirmation is not official. • CIT is scheduled in October 2014. 	
Communications	Dr. Kasofsky	<ul style="list-style-type: none"> • CAHS Annual Report: A brief overview of the report was provided. • Referral Manual is in the editing process – Woman’s Hospital has agreed to print at no charge. • Internal TV Spots: CAHS is creating ads to educate clients about CAHS. The ads will play on the flat screen TVs throughout CAHS lobbies. • Internal News Letter’s new name is “CAHS Connections”. The goal is to have the 1st issue published in August. An overview of the new format was provided. • National Minority MH Awareness Month: CAHS had two events spearheaded by Tonja Myles: (1) T. Myles spoke to a policy class at Southern University. (2) CAHS was part of a panel including Senator Broome, Representative Barrow and Councilwoman Edwards at the Parish Prison. Entertainment was provided by a singer and a comedian. • Synthetic Marijuana Media Coverage: Copies of the media coverage are included in the packet. • Recovery Day Event: The Recovery Day Event flyer is in development. A hip/hop artist who is the process of obtaining SA Counselor credentials, has been hired and will perform at the Collaborative meeting on September 26th. A music video is in production and the song will be 	

		<p>owned by CAHS. The Collaborative meeting will be the Recovery Month Celebration.</p> <ul style="list-style-type: none"> • AA, NA, MA, and GA now meet at CAHS and will present awards on the evening of the 25th and participate with CAHS on the 26th. OBH is funding expansion to two full-time gambling addiction counselors and a full-time out reach person at CAHS. • CCYS (Caring Community Youth Survey): CAHS was informed that all 7 parishes in our District participated. • HCJBR-SB Summer Camps Article: 150 students participated in the School-based Summer Camps. 	
Family Support Data	Scott Meche, Ph.D. Developmental Disabilities	<ul style="list-style-type: none"> • A Family Support (FS) Data Report was distributed. Dr. Scott Meche explained that Family Support is a program that provides services for people to keep them out of a more restrictive setting. The majority of funding is for personal care requests. Purchase of incontinent supplies is another large factor in the budget. Medicaid provides incontinent supplies up to age 21. Dr. Meche provided information on other types of funding requests. The Family Support program is a funding source of last resort. He provided an overview of the funding request process, priority level of need categories and timeframe for processing. An overview of the report data was presented. • Dr. Kasofsky reported that \$555,000 was added to the CAHS budget for Family Support. <ul style="list-style-type: none"> ➢ FY11-12: FS Total Budget: \$518, 104 ➢ FY12-13: FS Total Budget: \$440, 974 ➢ FY13-14: FS Total Budget: \$345, 567 (in addition to the \$555,000) 	
Tobacco Cessation Workshop - 8/19 12:00 p.m. - 4:30 p.m.	Dr. Kasofsky	<ul style="list-style-type: none"> • This program was offered through the Total Health Program and is in conjunction with LPHI out of New Orleans. Registration is required. This is a free workshop and lunch is provided. 	
Trauma Informed Care	Dr. Kasofsky	<ul style="list-style-type: none"> • An overview of Trauma Informed Care was provided. CAHS is partnering with the National Council for Behavioral Health to provide training for CAHS employees and the community. Implementation of the Trauma Informed Care Plan will take approximately 6 months. 	
Annual Training Event	Dr. Kasofsky	<ul style="list-style-type: none"> • CAHS Annual Meeting Information: Date: October 9th Location: Louisiana Resource Center for Educators on Florida Blvd. CAHS will be closed all day on October 9th for the meeting. Trauma Informed Care training is scheduled for the morning session. The community will be invited to the Trauma Informed Care training onsite at CAHS/Government St. in the afternoon. The Board is invited to attend. • The clinics will be closed for the morning on October 10th for training with a clinical focus. 	

		<ul style="list-style-type: none"> The EMT & SMT will meet on the afternoon of October 10th to discuss how to audit where CAHS is and where we need to go as an agency. This is included in the Strategic Plan for this year. 	
EBR Parish School Expansion	Dr. Kasofsky	<p>Expansion Updates:</p> <ul style="list-style-type: none"> EBR Parish School Superintendent requested that CAHS expand into 15 additional schools in EBR parish. CAHS is in the process of hiring staff to accommodate this request. EBR will prioritize the schools to expand first. Pointe Coupee (PC): Requests that CAHS add an additional school in PC. West BR: Expansion has not been requested. West Feliciana–Services have been requested for middle & high school. CAHS will not provide service at Bains Elementary. Iberville: CAHS is recruiting staff for Iberville due to a resignation and change of a position within CAHS. Ascension: No change requested. 	
Autism Program Progress	Scott Meche, Ph.D.	<ul style="list-style-type: none"> Applied Behavioral Health Analysis (ABHA) Program Update: This therapeutic approach receives the most positive results with autistic children. The program will begin serving a population of 4 children, ages 2-6. Expansion will take place as needed. Dr. Lavelle is in the process of being recertified for ABA. CAHS will contract with technicians and masters level applied behavioral analysts to work with the children. Approximately 6 hours of ADA services i.e. adjunct therapies such as speech therapy and occupational therapy will be provided daily. Day care service is planned to be offered for the last 1-1/2 hours each day (ending at 5:30pm.) An overview of the service area location to be used for the program was provided. 	
Selection for Evidence Based Practices in Juvenile Justice Academy	Dr. Kasofsky	<ul style="list-style-type: none"> A handout was distributed for review and an overview of the program was provided. Melissa Martin will represent CAHS on the team selected to go to Lafayette. A list of those participating was included. 	
Primary Care Integration/Total Health Sustainability	Dr. Kasofsky	<ul style="list-style-type: none"> Lynetta Butler, RN is assuming much of Jamie Roques’ responsibilities and will be working with Dr. Udofa. J. Roques position will not be filled. Karen Pino is assuming some of Stanley Mong’s responsibilities. A decision hasn’t been made as to whether or not Stanley’s position will be filled. 	
OLOL/LSU Psychiatry Residents, OLOL	Dr. Kasofsky	<ul style="list-style-type: none"> There are 2 second year residents & 5 third year residents currently at CAHS. The arrangement is working well and the residents are a great 	

Nursing Students		<p>asset.</p> <ul style="list-style-type: none"> In September, ten OLOL nursing students and their preceptor will come to CAHS for the entire semester. 	
Update on FY 2014 Budget	Dr. Kasofsky	<ul style="list-style-type: none"> Dr. Kasofsky provided an update on the recent CAHS budget cut error of \$490,000 made to our State General Fund. Unfortunately, the budget error wasn't reversed. Hopefully CAHS will not receive any additional cuts when they are made again. CAHS used the "Texas 2-Step" Program to cover the loss of funds. 	
Self-Generated Revenue	Adina Collins	<ul style="list-style-type: none"> The self-generated review handout was reviewed with the Board. Board members are to bring any questions to the next Board meeting. 	
Accounts Receivable History	Dr. Kasofsky	<ul style="list-style-type: none"> C. Nacoste will present the Accounts Receivable report once data is verified. 	Pended
DHH Annual MOU	Dr. Kasofsky	<ul style="list-style-type: none"> The DHH Annual MOU has increased from 12 to 116 pages. Meetings are scheduled to review/discuss this document. The final draft of the MOU will be presented to the CAHS attorney and then to the Board. 	
Board Membership Status	K. Bray	<ul style="list-style-type: none"> Per Boards & Commissions, official action will not be taken until Pointe Coupee membership is resolved. This means that Gerri Hobdy's appointment and the reappointments of V. King and B. Wilson will not be made official until the Pointe Coupee seat is filled. 	Assist PC to fill their seat.
Report from Chairman			
Board Policy Review by Direct Inspection/Board Business			
Governance Policy Ends Focus of Grants/Contracts	Mr. Spillman	<ul style="list-style-type: none"> There was Board discussion regarding whether or not policy changes are needed. The list of terminated contracts was reviewed. It was determined that no changes were needed to the policy. Christy Burnett made a motion to approve the policy without changes. Sandi Record seconded the motion. 	There were no objections and the motion passed.
Treatment of Mental Health Consumers	Mr. Spillman	<ul style="list-style-type: none"> Mr. Spillman stated that he reviewed the satisfaction reports and that results were good. Denise Dugas moved to approve the policy without changes. Kristen Saucier seconded the motion. The reports will be presented to the EMT and then the SMT. 	The policy is in line and doesn't need revision. There were no objections and the motion passed. A written plan will be developed on how to improve the lower scores.
National Dialogues	Mr. Spillman	<ul style="list-style-type: none"> Dr. Kasofsky proposed that the Board attend the National Dialogues meeting on Monday, November 3rd, for the November Board meeting. Several of CAHS staff will attend. The conference will provide an overview of what a Crisis System should look like and Trauma Informed Care. 	The November Board meeting will be on November 3 rd in New Orleans. Registration details will be forthcoming.

Updated Board Resolution	Mr. Spillman	<ul style="list-style-type: none"> There was discussion regarding the updated resolution. Christy Burnett moved to accept the Board Resolution. Stephanie Manson seconded the motion. 	There were no questions or objections and the motion passed.
Operations Policy on Non appropriated funds	Dr. Kasofsky	<ul style="list-style-type: none"> This policy needs to be revised to state that if CAHS makes beyond what was appropriated, the escrow funds can be kept. 	Pended The revised policy will be sent out for review before the next Board meeting.
Policy Review – Executive Limits Treatment of Staff	Christy Burnett	<ul style="list-style-type: none"> C. Burnett reviewed the policy and stated we are in compliance with this policy. 	Revisions are not needed.
Financial Planning & Budgeting	Mr. Spillman		Denise Dugas will review this policy for the next meeting.
Community Participation	Mr. Spillman	<ul style="list-style-type: none"> There was no community participation. The meeting was adjourned. 	
Next Meeting	Mr. Spillman	The next meeting is September 8, 2014 at CAHSD @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 205.	